



# HUMAN RESOURCES

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

To provide professional, reliable and innovative programs and consultative services to attract, train and retain a high-performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

### Strategic Initiatives/Support Highlights

#### Governance

- Expanded electronic Human Resources business processes including applicant tracking, electronic timesheets and employee self-service.
- Automated the Open Enrollment Process, which increased the efficiency of the process by allowing employees to manage their respective benefits through an electronic process.
- Negotiated a reduction in cost for the Dental Insurance Program provider while maintaining the integrity of the level of service.
- Continues to operate the Value-Based Design Program that offers incentives in the form of reduced health insurance costs for employees participating in County Wellness Programs.
- Conducts the wellness program, Live Well LEON, which promotes healthy employee lifestyles. Through these efforts, more than 1,110 participants attended the Lunch-n-Learn events.
- Continues to train all county employees through the Customer Experience Training program, providing them with the necessary tools to perform to their top ability and contribute the WOW! in customer service.

### Contact Us

(850) 606-2400  
www.LeonCountyFL.gov/HR

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## ATTRACTING, TRAINING AND RETAINING A QUALITY WORKFORCE

- Encouraged employees to engage in healthy behaviors, which promotes a healthier workplace and reduces employer costs. The Well-Being Team along with Human Resources held the first combined 2015 Well-Being and Benefits Fair in partnership with over 68 participating community and business vendors. Over 600 Leon County Government employees attended.
  - » Live Well LEON hosted 80 seminars for employees with professional guest speakers from the health and wellness industry.
  - » Live Well LEON partnered with Tallahassee Memorial HealthCare's Diabetes Center and Weight Watchers for onsite programs.
  - » Live Well LEON partnered with My 4 Rules to offer six one-on-one diabetes/pre-diabetes and nutrition sessions.
  - » County employees lost over 2,000 pounds through healthy living activities provided through Live Well LEON.
  - » Introduced Loans at Work program to provide a payroll-deducted, direct-to-consumer loan, designed for employees who do not have access to traditional credit options. Employees must take a Financial Literacy Course before they can apply for the loan.
- Reflecting Leon County's concern for workplace safety, Leon County developed its Domestic Violence, Sexual Violence, and Stalking in the Workplace policy and employee handbook.
- Provided Human Trafficking Awareness training to front line staff to recognize and report signs of human trafficking within our community.
- Implemented the Banner financial system's Self-Service Module to efficiently provide employees with online access to their personnel information.



*Employee Recognition Ceremony*

- » Continued to expand electronic business processes, including the electronic timesheet system which automates the time entry for staff, thereby increasing efficiencies and accuracy.
- Continued to conduct the Summer Youth Training program, which offers youth ages 14-21 an opportunity to help form their career outlook by working in various departments throughout Leon County and providing an educational and productive alternative for the summer months.
- Continued its Employee Recognition Program, to better reinforce its commitment to innovation, efficiencies, and its core practices. Celebrated nearly \$1 million in recurring savings from employee recommendations at the inaugural Employee Awards and Recognition Breakfast.
- Expanded recruitment efforts to include social media platforms to attract more qualified applicants.

### Demonstrating Highest Standards of Public Service

Leon County received the 2016 Florida Public Relations Association Image Award for the Innovator/Inspirator award.

